

# Call for Volunteers for the 38<sup>th</sup> Annual Peter Anderson Arts & Crafts Festival

## November 5 & 6, 2016 - Downtown Ocean Springs, MS

Want to get involved with the community and be a part of the largest fine arts festival in the state?

**Sign up to volunteer at the festival.** An introduction/training meeting will be offered before the festival.

### Festival Information

Located at four entrances of the festival (Government Street, Washington Avenue, Porter Avenue, South Washington Avenue), this team is happy to answer any questions regarding the festival. Festival guides as well as community information will be distributed to entrants and throughout the festival. Entrance stickers are distributed as well as receipt of festival donations. Donations are not asked from youth 16 years of age and under! This position requires standing, smiling, and talking! Volunteers are recommended to flip through the festival guide for knowledge of the festival core components: entrance locations, vendor booth listings, food court location, restrooms, music schedule and special event details. *2 hour to 2.5 hour shifts*

### Hospitality (Limited positions)

What a tasty position. Offer refreshments, tasty treats, coffee, napkins, festival guides, other information, etc. in the hospitality rooms throughout the day. Various shifts are available and at four different locations. Hospitality chair will purchase room items, assist with volunteer recruitment and oversee facility. The rooms are to be kept nice and neat, so all crumbs must be swept away by the end of the event including trash. *2 hour to 2.5 hour shifts*

### Entertainment Assistance (Limited positions)

The main stage will be located in the food court area. Assist the sound folks with incoming and outgoing acts for a smooth transition and setup as well as running errands. Hospitality is located nearby so all sound folks and volunteers can help themselves to tasty treats as needed. Plus some band members may need a bottle of water between songs! *2 hour to 2.5 hour shifts*

### Set Up Team

Vendors usually bring heavy pieces of art to sell. Volunteers are assigned at least one vendor, who requested assistance, to help them place their booth, unload their merchandise, and/or watch their booth. *2.5 hour to 3 hour shifts*

### Clean Up Crew

Throughout downtown Ocean Springs, Mary C, Oak Park, and OS Upper Elementary, volunteers will aid vendors by packing up their merchandise and booth. Also, volunteers will pick up any trash from vendors, trash cans, ground, and parking lot. *2.5 hour to 3 hour shifts*

**Just a few required contact details we need to collect from you:**

**All vendors need to "check-in" at the Volunteer Check-In station located inside the Mary C., 1600 Government St. The best way to get there is arrive 10-15 minutes before shift by parking at Oak Park or OS Upper Elementary and using the Park n' Ride to the Mary C.**

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Email: \_\_\_\_\_ (Primary source of contact week of fest)

\*Cell #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Affiliation: \_\_\_\_\_

**\*Required fields**  
**You must be 16 years of age to participate!**  
**Deadline for submission is October 24, 2016.**

Time Slots: *(Mark the times. Times may not be guaranteed.)*

### **Saturday, November 5**

8:30-10:30 a.m.	_____	<b>Set Up</b> 6:00-9 a.m. _____
10:30-12:30 p.m.	_____	
12:30-2:30 p.m.	_____	
2:30-5 p.m.	_____	

### **Sunday, November 6**

8:30-10:30 a.m.	_____	<b>Clean Up</b> 5-7:30 p.m. _____
10:30-12:30 p.m.	_____	
12:30-2:30 p.m.	_____	
2:30-5 p.m.	_____	

Mail application to 1000 Washington Ave or fax it to us at 228-875-0332.  
 Be watching your emails for meeting details and training! [www.peterandersonfestival.com](http://www.peterandersonfestival.com)